Safety Induction
School of Life and Environmental Sciences

Presented by
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Overview

- Safety contacts at SOLES
- General WHS responsibilities for University members
- Risk Assessments and Safe Work Procedures
- Local safety induction
- Mandatory safety training
- Special processes with specific safety regulations
- Where to find information
- Swipe card access
In an Emergency call

Fire, Ambulance or Police  000*

Security 9351 3333

Mobile Phone 112

Poisons hotline 13 11 26*

*Prefix number with 0 when dialing from a University landline for an outside line
Emergency Evacuation Protocols

- can be found on the University’s Emergency Information page

- for Faculty of Science building specific information
  https://intranet.sydney.edu.au/science/operations/whs.html#carslaw
Emergency Evacuation Protocols

For your local area look for the Evacuation Plan
Emergency Contact Details

For local supervisors, first aid and fire warden contacts, look for the Authorised Entry Only sign

<table>
<thead>
<tr>
<th>Area supervisor(s):</th>
<th>Matthew Austin 9351 2955</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Warden:</td>
<td>Matthew Austin 9351 2955 (area)</td>
</tr>
<tr>
<td></td>
<td>Susan Liddell 9351 4533 (building)</td>
</tr>
<tr>
<td>First Aid officer:</td>
<td>Kristl Mauropolous (level 1) 9351 3135</td>
</tr>
<tr>
<td>Level 4 Barry Napthali 9351 2958 Brooke Colquhoun Leslie</td>
<td></td>
</tr>
<tr>
<td>Level 5 David Dall 9351 4541 Lucy Kennedy 9351 5787</td>
<td></td>
</tr>
<tr>
<td>Security Service:</td>
<td>9351-3333</td>
</tr>
<tr>
<td>University Health Service:</td>
<td>9351 3484</td>
</tr>
</tbody>
</table>
Safety contacts at SOLES

Safety Committee*
- Chair: Iain Young (ex officio); Deputy Chair: Markus Hofer

Safety Officers*
- Dianne Fisher (Molecular Biosciences Building G08)
- Michael Joseph (Science Road and Carslaw Precincts)

Building and floor fire wardens
- See notification boards in your building

First aid officers
- See notification boards in your building

*CPC Building D17 has its own processes. If in doubt contact Markus Hofer.
Safety contacts at SOLES


Waste Disposal Officers
- Matthew Day (Science Road Precinct)
- Ben Monaghan (G08)

Radiation Officers
- Felix Werner (for the University)
- TBA (for SOLES)
- Michael Joseph (Science Road local officer)

Dive Safety
- Ross Coleman
Legislative framework

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Codes of Practice
University of Sydney policies, procedures & guidelines

- Safety Management System
- Biological Safety and Infection Control
- Bullying
- Chemical Safety Standard
- Electrical Safety Standard
- Fieldwork Safety Standards
- Hazardous Waste Procedures
- Manual Handling
- Radiation and Lasers
- Setting up your workstation
SOLES Workplace Health and Safety page


- Information on local procedures for:
  - Purchase of hazardous materials (including chemicals, biologicals and radioisotopes)
  - Spills and hazardous waste clean up
  - Fieldwork and volunteers
- Links to useful WHS tools
- Access to CareerPath for those without a staff unikey
- Information and templates for Risk Assessments and Safe Work Procedures
Workplace Inductions


In the first week you should complete

- Online University WHS induction
- Local Safety induction form
- Hazard assessment form
- Evidence of completed safety training must be submitted to soles.safety@sydney.edu.au
- This will allow you to apply for key and swipe card access
Workplace Induction page


Information on

- card and key access
- SOLES general store (G08)
- Poster printing
- other services and repairs

- Your student card is issued by Campus Cards at the Student Centre Level 3, Jane Foss Russell Building, G02 9am-5pm

- Request access to buildings via online form
Special training and processes

Depending on your project, you are required to complete additional training and/or additional processes

- Working with chemicals
- Working with biological hazards
- Working with (laboratory) animals
- Working with radioisotopes
- Working on farms
- Fieldwork / field trips
- Working on remote locations
- Diving
Key requests

- G08 precinct - Di Fisher
- Science Road precinct - Matthew Day, Michael Joseph
- Carslaw SOLES – Michael Joseph, Carolyne Carter
- Vet precinct
- CPC
Building Problems

General building maintenance matters such as floods, leaking roof, dripping taps, electrical problems:
- contact Campus Infrastructure Service Desk x12000
- Campus Assist [online](login required)

For major problems please inform your building manager
- Matthew Day (Science Road precinct)
- Michael Joseph (Carslaw F07)
- Dianne Fisher (G08)
Your responsibilities – part I

– **Safety of people:** you and the people around you.

– **Safety of equipment:** look after it and operate it correctly.

– **Safety of the environment:** dispose of waste carefully.
Your responsibilities – part II

All University staff & students are responsible for safety by:

- Reading, understanding, and complying with safety instructions
- Being familiar with emergency procedures & equipment
Your responsibilities – part III

- Take action to avoid, eliminate or minimise hazards
- Report hazards to the relevant supervisor or service unit
- Use safety devices and personal protective equipment (PPE)
- Seek advice before using new methods, reagents, equipment
- Comply with Risk Assessments and Safe Work Procedures
Risk Assessments and Safe Working Procedures

It is a requirement to read or complete

- a Risk Assessment (RA) and
- a Safe Working Procedure (SWP)

before starting any task that bears a risk.
Hazard versus Risk

- a HAZARD has the potential to harm
- a RISK arises if a hazard can actually cause a negative event or harm
- Relative risk = likelihood x worst imaginable consequence

Nitric acid in closed bottle inside storage cabinet = HIGH HAZARD, LOW RISK

Nitric acid in open beaker on the bench = HIGH HAZARD, HIGH RISK
# Hazard versus Risk

## Potential Consequences

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>L6</th>
<th>L5</th>
<th>L4</th>
<th>L3</th>
<th>L2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected to occur regularly under normal circumstances</td>
<td>Almost Certain</td>
<td>Medium</td>
<td>High</td>
<td>Very High</td>
<td>Very High</td>
</tr>
<tr>
<td>Expected to occur at some time</td>
<td>Likely</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Very High</td>
</tr>
<tr>
<td>May occur at some time</td>
<td>Possible</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Not likely to occur in normal circumstances</td>
<td>Unlikely</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td>Could happen, but probably never will</td>
<td>Rare</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
</tr>
</tbody>
</table>

- **Minor injuries or discomfort. No medical treatment or measurable physical effects.**
- **Injuries or illness requiring medical treatment. Temporary impairment.**
- **Injuries or illness requiring hospital admission.**
- **Injury or illness resulting in permanent impairment.**
- **Fatality**
Hazard versus Risk

Risk Assessments (RAs) are done to
- identify and prioritize hazards
- assess the associated risks
- develop strategies to minimize the relative risks

A Safe Working Procedure (SWP) is part of every RA. It specifies how a task is performed to minimize the associated risks.
Risk Assessment – How does it work?

Step 1. Identify the hazards
- procedures, chemicals, instruments etc.

Step 2. Assess the risks
- what exactly makes it a risk?

Step 3. Identify and prioritize the relative risks
- what could go wrong?
- how likely is an accident?
- how severe would be the harm caused?
Risk Assessment – How does it work?

Step 4. Control the risks

- Apply the hierarchy of hazard control:
  - Eliminate the hazard
  - Substitute with something less hazardous
  - Isolate the hazard by using barriers or distance
  - Engineering controls, e.g. ventilation
  - Minimize amount of hazard or duration of exposure
  - Rearrange the work area
  - Establish safe work procedures (SWP; formerly SOP)
  - Provide training and supervision
  - Wear personal protective equipment (PPE)
General Safety Rules

- Do only tasks you are trained to do
- Use only equipment you are authorized / trained to use
- Read and follow risk assessments and SWPs
- Report hazards and faulty equipment to your supervisor
Reporting incidents, accidents and near misses

When should I report something?

– If someone is injured (e.g. anything that bleeds, requires a doctor / hospital visit or requires time off work)

– If a serious hazard has been created (e.g. a significant spill of flammable or toxic substances)

– If you see a dangerous situation — this is a “near miss” incident and must be reported
Reporting incidents, accidents and near misses

How do I report an incident?

- Tell your supervisor immediately
- Fill in the online incident report form (*RiskWare*) within 24 h

*Note: Some students cannot access this system and need to do this with their supervisor*
Safety is everyone’s responsibility

Raise safety issues through your normal reporting line e.g. lab supervisor.

If you are unhappy with the resolution raise issue with
- Safety Officer
- Safety Committee member
- Health and Safety Representative from any School

If you are still unhappy, contact University Safety, Health & Wellbeing: [http://sydney.edu.au/whs](http://sydney.edu.au/whs)